

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Dealer Inspector**

**Class Code: 60245**

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### **A. Purpose:**

Inspects licensed vehicle dealers, reviews license applications, and investigates complaints against dealers or non-dealers relative to titling, licensing, registration, or odometer fraud to ensure enforcement of South Dakota laws.

### **B. Distinguishing Feature:**

Dealer Inspectors inspect and investigate dealerships and individuals for compliance with state laws and complete case reports on infractions.

State Inspectors conduct inspections and investigations of commercial businesses and public facilities, complete appropriate paperwork, and report violators to agencies with regulatory authority.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Inspects and monitors South Dakota vehicle dealers to ensure compliance with state laws.
  - a. Checks purchase and sales records.
  - b. Checks for vehicle titles.
  - c. Ensures businesses maintain an approved place of business and approves supplemental sales lots.
  - d. Checks with dealers to ensure they maintain required surety bonds and liability insurance.
  - e. Answers dealer questions on applicable laws and rules.
  - f. Completes inspection forms.
2. Conducts preliminary inspections of new dealer applicants to ensure they comply with applicable state laws and rules.
  - a. Interviews business owners.
  - b. Conducts preliminary background and character reference checks.
  - c. Inspects proposed principal place of business location.
  - d. Verifies new vehicle franchises.
  - e. Examines local zoning ordinances.
  - f. Verifies possession of required surety bond and liability insurance or requests dealer applicants to obtain.
  - g. Reviews applicable dealer statutes and rules with dealers.
  - h. Discusses required forms and reports with dealers.
3. Investigates complaints filed against licensed vehicle dealers and non licensed vehicle dealers to attempt to resolve consumer complaints and/or recommends appropriate enforcement action.
  - a. Contacts dealers in person or by telephone.
    - i. Discusses complaints.
    - ii. Reviews appropriate dealer records to gather and verify information.
  - b. Conducts investigations on unlicensed dealers.
  - c. Completes case reports.
  - d. Testifies at hearings in court for the suspension or revocation of dealer licenses.

4. Provides information to dealers and the public on applicable laws and rules.
  - a. Speaks at dealer and other meetings.
  - b. Provides information to the public, law enforcement agencies, and dealers.
5. Maintains assigned equipment and vehicles.
6. Performs other work as assigned.

**D. Reporting Relationships:**

Reports to a Revenue Supervisor.

**E. Challenges and Problems:**

Challenged to keep current on regulations and statutes. This is difficult because regulations, statutes, and their interpretations are constantly changing.

Typical problems include dealing with hostile or deceptive people in reference to law violations; keeping up with changes in technology; mediating disputes between consumers and dealers; odometer fraud; missing or altered titles, registrations, and licenses; and the misuse of dealer plates.

**F. Decision-making Authority:**

Decisions include the order in which to inspect dealerships, recommendations for enforcement action, whether to attempt to resolve conflicts between consumers and dealers, how to conduct dealer investigations, content of case reports, general format of presentations, preliminary approval of dealer license applications, and what issues to refer to a superior.

Decisions referred to a superior include the difficult interpretation of state statutes, major dealership conflicts, whether additional staff will be used to investigate large cases, major policy decisions, final approval of presentations, final approval of dealer applications, approval of case reports, and serious noncompliance issues.

**G. Contact with Others:**

Daily contact with vehicle dealerships to conduct inspections or investigations and to give or receive information; daily with consumers to give and receive information; and weekly with law enforcement agencies in reference to dealer and non-dealer violations, odometer fraud, and title or registration fraud.

**H. Working Conditions:**

Typical office environment and is required to travel throughout an assigned area to do inspections and investigations.

**I. Knowledge, Skills and Abilities:**

Knowledge of:

- motor vehicle titling, registration, and licensing laws and procedures.

Ability to:

- deal tactfully with others;
- conduct inspections and investigations;
- complete required inspection forms and case reports;
- communicate information clearly and concisely;
- interpret laws, regulations, and policies.